

Kim Foster, City Manager
James Smith, City Attorney
Jennifer Morris, Community Development
Jessica Crouch, Admin Asst. to City Manager
Rebecca Renkel, Admin Asst. to Building,
Codes, & Stormwater
Jesse Skidmore, Building Inspector
Caleb Murnane, Stormwater Manager



Rachel Terrell, Chairman
Richard Edwards, Vice Chairman
Gayle Griffith, Secretary
Kathy Ray, Planning Commissioner
Jackie Jones, Planning Commissioner
Tara Wilson, Planning Commissioner

**CITY OF PARIS, TENNESSEE
PARIS MUNICIPAL REGIONAL PLANNING COMMISSION**

**CITY HALL COURTROOM
January 11, 2024
5:30 P.M.**

Public Hearing

1.) Subdivision Regulation Amendments

Regular Meeting

Call to Order: Rachel Terrell, Chairman

Roll Call: Rebecca Renkel, Recording Secretary

Pledge of Allegiance and Prayer

Approval of the Minutes of Previous Meetings: December 14, 2023 – Regular Meeting

Board Will Hear Comments from Citizens

Board Will Hear Comments from the Commission – Welcome New Board Member, Brent Greer

OLD BUSINESS

- 1.) Subdivision Regulation Amendments (2nd Reading – Public Hearing)

NEW BUSINESS

- 1.) Minor Site Plan for Michael Lewis – Hwy 79 South
- 2.) Rezoning Request – 599 Russell Street (Paige “Tuffy” Craig)
- 3.) Planning Commission Meeting Time Change
- 4.) Election of Officers

OTHER BUSINESS

- 1.) Oaklawn Southern Dining (Randy Crowder) – 1008 East Wood Street
- 2.) Undeveloped Alley – Khris Dumas -1108 Depot Street

Adjournment

OLD BUSINESS
AGENDA ITEM #1
Subdivision Regulation Amendments

In November 2023, the Planning Commission board discussed the Subdivision Regulation amendments related to sidewalks and curb and gutters.

The following motion was made:

ACTION: Motion made by Commissioner Tara Wilson, seconded by Commissioner Kathy Ray to amend the Subdivision regulations to the following: that curb and gutter remain the same as listed in the Subdivision regulations with no changes and that sidewalks be amended by requiring them on one side of any new development on arterial and/or collector streets showing connectivity at the discretion of the Planning Commission.

There was also discussion regarding the definition of arterial and collector streets.

Collector Streets: Collectors are major and minor roads that connect local roads and streets with arterials. Collectors provide less mobility than arterials at lower speeds and for shorter distances. They balance mobility with land access. The posted speed limit on collectors is usually between 35 and 55 mph.

Arterial Streets: An arterial road or arterial thoroughfare is a high-capacity urban road that sits below freeways/motorways on the road hierarchy in terms of traffic flow and speed. The primary function of an arterial road is to deliver traffic from collector roads to freeways or expressways, and between urban centers at the highest level of service possible.

ARTICLE V. DEVELOPMENT PREREQUISITE TO FINAL APPROVAL

A perfectly prepared and recorded subdivision or plat means little to a prospective lot buyer until he can see actual physical transformation of raw acreage into lots suitable for building purposes and human habitation. The City, working with the developer, will develop subdivisions to produce additional tax revenue and reduce future tax liability to the citizens of Paris. Improvements by the subdivider spare the community a potential tax liability. The following tangible improvements or provisions for their estimated cost are required before final plat approval in order to assure the physical reality of a subdivision which approval and recordation will establish legally.

A. Required Improvements Every subdivision developer shall be required to grade and improve streets and alleys, and install sewers, storm water inlets, water mains and monuments in accordance with the "Local Government Public Works Standards and Specifications" as modified or where the design can be proven to be in accordance with current editions of engineering design standards, etc., i.e. ASSHTO. Improvements to be inspected by the City Manager or his designated representative unless otherwise specified.

1. Monuments

a. Concrete monuments four (4) inches in diameter or four (4) inches square, three (3) feet long, with a flat top, shall be set at all street corners, at all points where the street lines intersect the exterior boundaries of the subdivision, and at angle points and points of curve in each street. The top of the monument shall have an indented cross to identify properly the location and shall be set flush with the finished grade.

b. All lot corners shall be marked with appropriate monuments.

2. Grading All streets, roads and alleys shall be graded to their full width by the subdividers so that pavements and sidewalks can be constructed to the required cross section. Deviation from the above, due to special topographical conditions, will be allowed only with special approval of the Planning Commission. All grading and excavation shall conform to the Standard Excavation and Grading Code adopted by the Paris City Commission.

a. Preparation Before grading is started the entire right-of-way area shall be first cleared of all stumps, roots, brush and other objectionable materials and all trees not intended for preservation.

b. Cuts All tree stumps, boulders and other obstructions shall be removed to a depth of two (2) feet below the subgrade. Rock, when encountered shall be sacrificed to a depth of twelve (12) inches below the subgrade. Banks that have been cut shall be sodded or seeded according to their grade.

c. Fill All suitable material from roadway cuts may be used in the construction of fills, approaches, or other places as needed. Excess materials, including organic materials, soft clays, etc., shall be removed from the development site. The fill shall be spread in layers not to exceed twelve (12) inches loose and compacted by a sheep's foot roller. The filling of utility trenches and other places not accessible to a roller shall be mechanically tamped, but where water is used to assist compaction the water content shall not exceed the optimum of moisture.

3. Storm Drainage An adequate drainage system, designed and certified by a registered professional engineer or professional surveyor, including necessary open ditches, pipes, culverts, intersectional drains, drop inlets, bridges, etc. shall be provided for the proper drainage of all surface water. All open ditches used for storm drainage must be seeded or sodded according to their grade.

Cross drains shall be provided to accommodate all natural water flow, and shall be of sufficient length to permit full width roadway and the required slopes. The size openings to be provided shall be determined by Manning Formula but in no case shall the pipe be less than twelve (12) inches in diameter. Cross drains shall be built on straight lines and grade, and shall be laid on a firm base but not on solid rock. Pipes shall be laid with the spigot end pointing in the direction of the flow and with the ends fitted and matched to provide tight joints and a smooth uniform invert. They shall be placed at a sufficient depth below the roadbed to avoid dangerous pressure of impact, and in no case shall the top of the pipe be less than one (1) foot below the roadbed.

Note: Charts and standards are in the "Local Government Public Works Standards and Specification", as amended, Section 300-Drainage Systems, page 13 and the following charts in 314-Drainage System.

The subdivider shall be responsible for the cost and installation of the storm drainage system. The storm drainage system shall be inspected by the City Manager or his designated representative.

4. Roadway Improvements Roadway improvements shall be constructed as set forth in Section 02513 of the "Local Government Public Works Standards and Specifications," as modified, except where the design can be proven to be in accordance with current editions of engineering design standard, etc., i.e. ASSHTO, and as set forth below:

a. Base A compacted gravel base course eight (8) inches deep and three (3) feet wider than the width of the pavement on each side of the street shall be installed on all streets, including cul-de-sacs, temporary turn-arounds and access streets to adjoining properties according to specifications set forth in Section 02513 - 2.03 of the "Local Government Public Works Standards and Specifications as modified. Before any base is installed, the dirt subgrade shall be inspected and approved by the City Manager and/or the Street Supervisor.

b. Curbs and Gutters Curbs and gutters shall not be required on any street in the development other than the high density streets. All cost shall be paid by the developer. See Section 402, Streets Standard Drawings, drawing CGD-3 of the "Local Government Public Works Standards and Specifications as modified except where the design can be proven to be in accordance with current editions of engineering design standard, etc., i.e. ASSHTO.)

Backfill shall be towards the street and be higher than the curb or street to insure drainage of surface water into the drainage system.

One-half (1/2) inch to three-fourths (3/4) inch expansion and contraction joints for the curbs and gutters, where required, shall be placed at intervals not exceeding sixty (60) feet.

In the region, as the drainage system, the Planning Commission may accept swales on streets where the finished grade does not exceed two (2) percent. Where side swales are used the slopes must not exceed one vertical foot to three feet horizontally and all slopes must be seeded or sodded to prevent erosion as set forth in Section 02485 - Lawn and Grass Landscaping of the "Local Government Public Works Standards and Specification", as amended.

c. Roadway Surfacing Within the City the developer shall be responsible for two (2) inches of hot mix type surface street that meets TDOT specifications shall be accepted on any street within the development. Before any asphalt is applied on the base, the base material must be inspected by the City Manager and the Street Superintendent. Within the Paris Planning Region, the developer shall, as a minimum, provide a Double Bituminous surface Treatment (DBST) meeting TDOT specifications. FAILURE OF THE DEVELOPER TO GET ANY OF THE APPROPRIATE INSPECTIONS DONE BY THE CITY MANAGER OR THE STREET SUPERINTENDENT SHALL CAUSE THE STREET TO BE CORE DRILLED EVERY ONE HUNDRED (100) FEET AND CERTIFIED BY A CERTIFIED AND APPROVED TESTING LABORATORY WITH THE EXPENSE BEING PAID BY THE DEVELOPER.

d. All ditches and trenches are to be backfilled with sand or washed stone.

e. The Planning Commission may specify additional requirements for road improvements if warranted by the type soil where the street or road is to be developed.

5. Minimum Pavement Widths

a. Arterial Streets.....(Not paved by developer)

b. High Density Streets.....36 feet

c. Medium Density Streets.....28 feet

Most minor streets in residential developments involving parking and/or considerable traffic, or as may be directed by the Planning Commission.

d. Low Density Streets.....20 feet

Maximum length 1200 feet or 25 dwelling units or as defined by development density.

6. Sidewalks

a. Intent For the safety of pedestrians and/or children at play, installation of sidewalks shall be required on arterial or high density streets under the following terms and conditions:

b. Location Sidewalks shall be located not less than 24 inches from the curb line to provide a buffer between the pedestrian and vehicular traffic. The buffer area between the curb line and the sidewalk shall be covered in living landscape such as grass, or other ground covers of non-living (artificial) landscape material such as rocks, pebbles, sand, gravel, stone or mulch.

c. Size A sidewalk shall be four (4) feet wide and four (4) inches thick. Designs and construction of sidewalks shall conform to the standards as included in the Local Government Public Works Standards and Specifications adopted by the Board of Commissioners of the City of Paris, Tennessee.

d. Number of Sidewalks Required Sidewalks shall be required on both sides of any new or existing street whenever development occurs.

e. Exceptions

Waiver Criteria Where the provisions of this section are applicable, the Planning Commission may waive the requirement of sidewalks under the following terms and conditions:

1) The developer can justify to the Planning Commission that strict compliance with the terms of this chapter would not be in the best interest of the citizens of Paris.

2) Such a waiver by the Planning Commission shall be based on a finding of no present or future use and/or need for such sidewalks. Character of the development, financial burden, economic hardship, or topography shall not be valid criteria for granting such a waiver.

f. Inspections shall be conducted by the City Manager or his designated representative.

7. Installation of Utilities After grading is completed and approved and before any base is applied, all of the underground work, water mains, gas mains, etc., and all service connections shall be installed completely and approved throughout the length of the road and across the flat section. All driveways for houses to be built by the developer shall be cut and drained. Within flood prone areas new and replacement water supply systems shall be designed to eliminate or minimize flood damage. Trenches and ditches shall be backfilled with sand or washed stone. All utilities shall be extended to the farthest extreme of the development.

8. **Water Supply System** Water mains shall be properly connected with the community water supply system or with an alternative supply approved by the county health officer and shall be constructed in such a manner as to serve adequately for both domestic use and fire protection to all lots shown on the subdivision plat.

Water mains for a community water supply system shall be no less than six (6) inches in diameter and the Planning Commission may require larger mains if they are needed to serve future extensions. The location and types of valves and hydrants, the amount of soil cover over the pipes and other features of the installation shall be approved by the Planning Commission. Fire hydrants shall be installed in all developments so that there is no more than 500 feet between hydrants. (Ord. # 1083, 05/01/08). All systems shall be designed to minimize the infiltration of flood water.

The developer shall be responsible for installing individual lot services to property line consisting of connection to main, service tubing, curb stop and meter box. (See Section 108 Design Criteria - Water Distribution System - Standard Drawing No. SCC-1.) Inspections shall be conducted by the Paris Board of Public Utilities.

9. **Sanitary Sewers** When located within or adjacent to a public sewerage system, sanitary sewer mains no less than eight (8) inches in diameter and of a type approved by the Planning Commission shall be installed in such a manner as to serve all lots with connection to the public system. All systems shall be designed to minimize or eliminate infiltration of, or discharges from flood waters.

The developer shall be responsible for installing individual lot services to property line consisting of connection to main and service pipe with plumb (See Section 210 Design Criteria - Wastewater System Standard Drawing No. SCC-1.)

The City Commission may issue a resolution including provisions for reimbursement for private construction of water and sewer to residential subdividers to promote a population growth in the City of Paris.

10. **Permanent Easements, Vehicular** A permanent vehicular easement may be permitted under certain conditions. These easements shall meet the following minimum requirements and any special conditions attached by the Planning Commission, and the requirements and special conditions for the easement shall be placed on the final plat for recording:

a. A permanent easement shall be of a required width of no less than fifty (50) feet; however, the Planning Commission may require greater widths if necessary to meet special conditions present on a plat.

b. A permanent easement providing legal access to more than one lot shall be improved to meet the road construction standards established in Article V of these regulations.

c. Permanent easement improvements shall be maintained by the developer/owner or by a legally established home owners association or other similar group approved by the Planning Commission. The legal documents establishing the easement shall be submitted with the final plat for review and approval and shall be recorded with the final plat.

d. If, at any future date, a permanent easement is submitted for acceptance as a public street or road, it shall be submitted to the Planning Commission for approval. In considering the easement for approval as a public street or road, the Planning Commission shall require the improvements to the easement to meet the minimum street construction standards in effect at the time the request for public acceptance is made.

e. A building permit may be issued for a building to be located on a recorded lot of record as of 6/13/96, which lot fronts on a permanent easement with access to an existing public street or road; provided, however, that any future subdivision of said lot shall be subject to these provisions (Resolution # 1261, 6/13/96).

B. **Recommended Improvements** The planting of street trees and installation of street name signs is considered a duty of the subdivider as well as good business practice.

1. **Street Trees** Street trees are a protection against excessive heat and glare and enhance the attractiveness and value of abutting property. The Planning Commission will assist the subdivider in location of trees and species to use under varying conditions.

It is recommended that trees be planted inside the property lines where they are less subject to injury, less likely to cause motor accidents and enjoy more favorable conditions for growth. If trees are to be planted within a planting strip in the right-of-way, their proposed locations and species to be used must be submitted for the Planning Commission's approval since the public inherits the care and maintenance of such trees. Any trees or shrubs planted shall conform to the zoning regulations and if no zoning is in effect the Planning Commission shall set minimum standards for protection from obstructions to vision at intersections and exits from driveways.

2. **Street Name Signs** Appropriate street signs also add sales value to land subdivisions and enable strangers, delivery concerns and even potential lot buyers to find their way around. Street names should appear at all intersections. Upon request the Planning Commission will aid the subdivider with specifications for the construction, placing and setting of such signs.

C. **Guarantees in Lieu of Completed Improvements** No final subdivision plat shall be approved by the Planning Commission or accepted for record by the county registrar of deeds until one of the following conditions has been met:

1. All required improvements have been constructed in a satisfactory manner and approved by the Paris Municipal-Regional Planning Commission, or

2. An escrow account has been established or a security bond has been posted and accepted by the Planning Commission in an amount equal to the estimated cost of installation of the required improvements, whereby improvements

may be made and utilities installed without cost to the City and/or County in event of default of the subdivider.

Estimated costs are to be obtained by the developers from the public utility company, the local gas company, the county road department or city street department or other body as shall be specified by the Planning Commission.

D. Street Lighting In those subdivisions where the developer chooses not to use the standard street light being installed by the Board of Public Utilities at the time of development, the developer may install an alternative design of street light in said development under the following criteria:

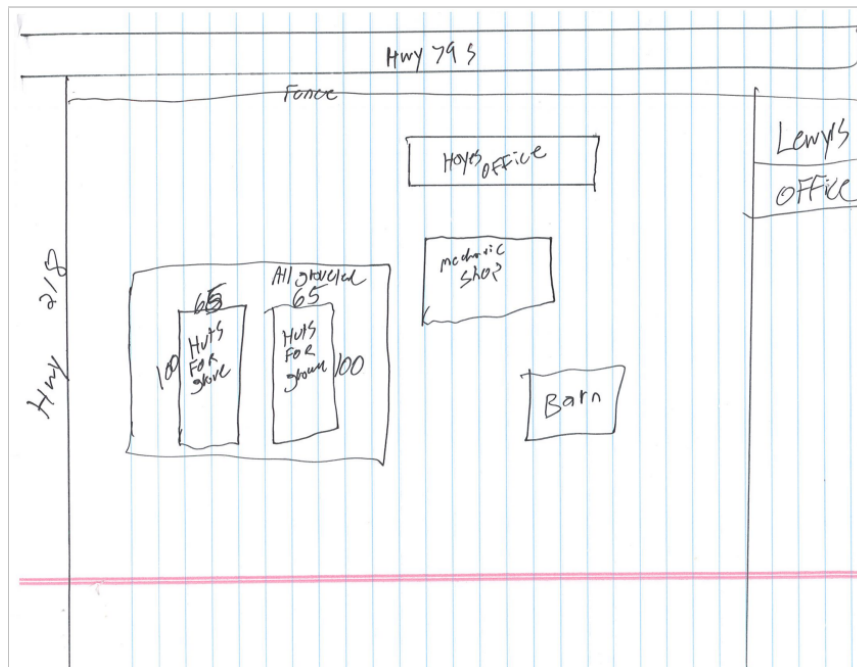
1. The alternative street light selected by the developer must be acceptable to the electrical department of the Board of Public Utilities and meet their standards for compatibility with the existing street light system in the City of Paris and any other criteria the electrical department of the City of Paris may set;
2. Any additional cost for purchase and installation of alternative street light designs shall be paid for by the developer.

NEW BUSINESS

AGENDA ITEM #1

Minor Site Plan for Michael Lewis – Hwy 79 South

Michael Lewis has submitted a minor site plan for approval to construct (2) 100' x 65' Quonset Hut Buildings. The total sq. footage of this new construction is 13,000 sq. ft. The proposed use for these buildings will be to store gravel. This property is zoned B-1 (Highway Commercial) and meets all requirements for accessory uses found in 11-1501. The buildings will maintain the required 5 ft. setback. In all districts an accessory building must be 5 ft. from any property line and 5 ft. from any other structure on the property.





Location of (2) 100' x 65' Quonset Hut Buildings



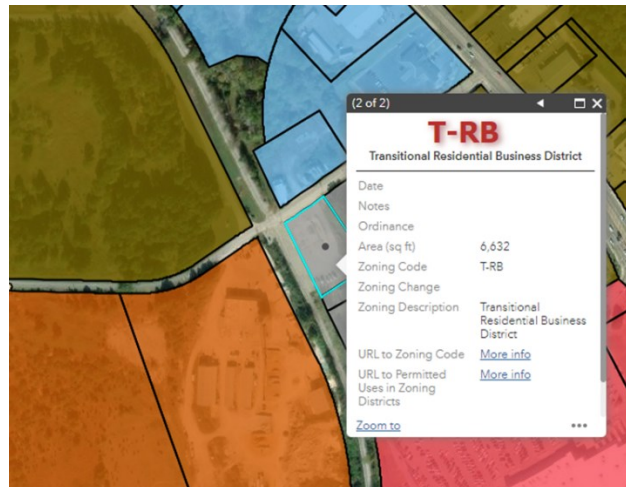
NEW BUSINESS

AGENDA ITEM #2

Rezoning Request – 599 Russell Street

A request for rezoning has been submitted for consideration by Paige “Tuffy” Craig for his property located at 599 Russell Street. The property is currently zoned T-R-B (Transitional Residential Business). Mr. Craig proposes to build a maintenance shop to maintain and repair business vehicles for his trucking company (Wayne Craig Trucking, LLC). This parcel is surrounded by properties zoned M-2 (Heavy Industrial), P-B (Planned Commercial), B-1 (Highway Commercial, and SC-1 (Shopping Center).

The City Commission has referred this request to the Planning Commission for review and recommendation.



NEW BUSINESS

AGENDA ITEM #3

Meeting Time Change

In the past recent months, citizens have more frequently questioned the time for the Planning Commission board. Other boards meet regularly at 5:00 p.m. along with the City Commission meeting. Staff recommends that the Planning Commission meeting time be moved to 5:00 p.m. to be consistent with all other boards.

NEW BUSINESS
AGENDA ITEM #4
Election of Officers

Every year in January, the Planning Commission elects officers. We will need a Chairman, a Vice Chairman and a Secretary. Just as a side note, we do have to call on the secretary from time to time to sign off on minor subdivision plats, that needs to be a person that is somewhat accessible. According to TCA, the Mayor should serve on the Planning Commission, however, the mayor may choose to appoint a commissioner to serve in their place. That has occasionally been the case in the past and other times the mayor was interested in serving. TCA also requires that a member of the governing board serve as well and that all other members shall be appointed by the mayor. The following slate was appointed to serve as the Planning Commission going forward, this chart also provides the end of each term to the far right.

PLANNING COMMISSION (Meets second Thursday) / **BOARD OF ZONING APPEALS** (meets as needed)
Mayoral Appointment / Exception: Commission appoints one [Commissioner](#)
[3](#) year term, 7 individuals

Kathy Ray (Mayor)	August 2025
Gayle Griffith (Secretary)	August 8, 2024
Rachel Terrell (Chairman)	August 6, 2024
Richard Edwards (Vice-Chairman)	August 8, 2025
Brent Greer	August 8, 2025
Tara Wilson	August 6, 2024
Jackie Jones (Commissioner)	August 6, 2025

OTHER BUSINESS
AGENDA ITEM #1
Oaklawn Southern Dining (Randy Crowder) – 1008 East Wood Street

Mr. Crowder has not submitted an appeal to the Board of Zoning Appeals regarding screening requirements for Oaklawn Southern Dining located at 1008 East Wood Street. Mr. Crowder also asked for an extension to pave the parking lot.

OTHER BUSINESS
AGENDA ITEM #2
Undeveloped Alley – Khris Dumas -1108 Depot Street

Staff have contacted all owners abutting the alley. Two out of the three property owners have asked for their portion of the alley. Staff are currently in the process of preparing deeds and finalizing details.